

March 10, 2005

## ENCOUNTER AND WORKLOAD CAPTURE FOR PSYCHOSOCIAL REHABILITATION VOCATIONAL PROGRAMS

**1. PURPOSE:** This Veterans Health Administration (VHA) Directive states the policy for the changes in nomenclature and procedure for capturing face-to-face encounters and non-face-to-face clinical activity for VHA's Psychosocial Rehabilitation (PSR) Vocational Programs.

### 2. BACKGROUND

a. With the passage of Public Law (Pub. L.) 108-170§104 (12-03), the Compensated Work Therapy (CWT) Program was given the authority to implement a new clinical modality of Supported Employment (SE) treatment as part of the Psychosocial Rehabilitation continuum of vocational and employment services. SE services entail assessment, job placement, employer contacts, and on-the-job support, as well as crisis management by Vocational Rehabilitation Employment Specialists and Mental Health (MH) support teams. Work restoration services authorized under 38 U.S.C. §1718 consist of the following clinical models:

- (1) Incentive Therapy (IT),
- (2) Compensated Work Therapy and/or Transitional Work Experience (CWT/TWE), and
- (3) Compensated Work Therapy and/or Supported Employment (CWT/SE).

b. Services to veterans in IT and CWT must comply with existing VHA policy for Outpatient Co-payments for medical care provided to veterans. Recording of face-to-face treatment encounters for IT and CWT programs must follow VHA policy for Ambulatory Data Capture.

**3. POLICY:** It is VHA policy that each VA Medical Center with an IT or CWT Program must adhere to the new Fiscal Year (FY) 2005 Decision Support System (DSS) Technical Conversion Guidelines or Stop Code Changes, as they apply to IT and CWT specifically. **NOTE:** *They are excerpted in Attachment A.*

### 4. ACTION

a. **Medical Center Director.** Medical Center Directors with established IT and/or CWT programs are responsible for:

- (1) Designating staff to ensure IT or CWT staff implement the changes to capturing encounters and workload as outlined in Attachment A, and

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(2) Installing the necessary network patches to capture FY 2005 DSS Stop Code Changes.

b. **Therapists.** Therapists in IT and CWT programs are responsible for:

(1) Capturing face-to-face encounters and non-face-to-face treatment hours of veterans in Transitional Work or Supported Employment programs as outlined in Attachment A; and

(2) Complying with FY 2005 DSS Technical Conversion Guidelines or Stop Code Changes which became effective October 1, 2004. Attachment A details specific changes to: program names, program definitions, and lists the current FY 2005 DSS Outpatient Identifiers for PSR's IT, CWT/TWE, and CWT/SE programs in MH and Physical Medicine & Rehabilitation Service (PM&RS).

### **5. REFERENCES**

a. Pub. L. 108-170§104 (12-03), which amends Title 38 U.S.C. § 1718.

b. VHA Directive 2004-053, Current Fiscal Year Decision Support System (DSS) Outpatient Identifiers.

c. VHA Directive 2004-062, Implementation of Changes For Co-Payment For Outpatient Medical Care Provided to Veterans by the Department of Veterans Affairs.

**6. FOLLOW-UP RESPONSIBILITY:** The Office Psychosocial Rehabilitation, Mental Health Strategic Health Care Group (116D), is responsible for the contents of this Directive. Questions may be referred to (978) 446-0214.

**7. RECESSIONS:** None. This VHA Directive expires September 30, 2009.

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Acting Under Secretary for Health

Attachment

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**ATTACHMENT A**

**ENCOUNTER AND WORKLOAD CAPTURE FOR PSYCHOSOCIAL  
REHABILITATION VOCATIONAL PROGRAMS**

**1. NOMENCLATURE CHANGES**

a. With the passage of Public Law (Pub. L.) 108-170§104 (12-04), Compensated Work Therapy (CWT) was given the authority to implement a new clinical modality of Supported Employment (SE) treatment as part of the Psychosocial Rehabilitation (PSR) continuum of vocational employment services. SE services entail assessment, job placement, employer contacts, and on-the-job support, as well as crisis management by Vocational Rehabilitation Service (VRS) Employment Specialists and Mental Health (MH) support teams. Work restoration services authorized under Title 38 United States Code (U.S.C.) §1718 now consists of the following clinical models:

- (1) Incentive Therapy (IT)
- (2) Compensated Work Therapy and/or Transitional Work Experience (CWT/TWE)
- (3) Compensated Work Therapy and/or Supported Employment (CWT/SE)

b. The Veterans Health Administration (VHA) utilizes a series of information sources to monitor face-to-face patient treatments, and the costs associated with the provision of that treatment, to develop local and national norms for comparison. Each encounter captures data on face-to-face treatment that is provided by staff to veterans using Current Procedural Terminology (CPT) Codes, the diagnosis or reason for the treatment as listed in the International Classification of Diseases-9<sup>th</sup> Edition (ICD-9), which practitioners provided the service, and which clinic provided the treatment (Decision Support System Identifier (DSS ID), formerly known as Stop Codes). IT and CWT programs are located in either MH or Physical Medicine and Rehabilitation Services (PM&RS). Face-to-face encounters with a therapist and patient are to be captured in an appropriate clinic within Patient Care Encounter (PCE).

c. An “encounter” is defined as a “professional contact between a patient and a practitioner vested with primary responsibility for diagnosing, evaluating and/or treating the patient’s condition...contact can include face-to-face interactions or those accomplished by telephone.” Each encounter of face-to-face contact or contact via the telephone requires a corresponding matching note in the medical record.

**VHA DIRECTIVE 2005-012****March 10, 2005****2. DSS IDs FOR IT, CWT/TWE, AND CWT/SE FACE-TO-FACE ENCOUNTERS**

**ONLY:** Previously referred to as the CWT Program, the new title “Compensated Work Therapy/Transitional Work Experience” (CWT/TWE) refers only to the face-to-face clinical treatment models of workshop evaluation and/or transitional work experiences in Department of Veterans Affairs (VA) facilities or in the community. CWT/TWE programs are in either MH or PM&RS and continue to be non-co-payment clinics. The DSS ID codes and descriptors are:

**a. MH IT**

DSS ID Number	DSS ID Pair	Monthly Program Cost Report (MPCR) Account	Primary, Secondary or either	DSS ID Name	Description
573		2314	E	MH IT-GROUP Face-to-face	Records patient visit for face-to-face encounters in the Incentive Therapy Program provided by Psychology, Psychiatry, Social Work, Domiciliary or any other service other than Physical Medicine and Rehabilitation Service (PM&RS). This is a rehabilitation program provided under 38 U.S.C. 1718(a) which authorizes assignment of patients to various in-hospital work situations. Pay scale is up to one-half minimum wage. This program is supported by medical care funds. <b>NOTE:</b> <i>A Global Assessment Functioning (GAF) is not required for this stop.</i>

**b. PM&RS IT**

DSS ID Number	DSS ID Pair	MPCR Account	Primary, Secondary or either	DSS ID Name	Description
207		2611	E	PM&RS IT Face-to-face	Records patient visit for face-to-face encounters in the PM&RS IT Program. The rehabilitation program provided under 38 U.S.C. 1718(a) which authorizes assignment of patients to various in-hospital work situations. Pay scale is up to one half of minimum wage. This program is supported by medical care funds. <b>NOTE:</b> <i>A GAF is not required for this stop.</i>

**c. MH CWT/TWE**

DSS ID Number	DSS ID Pair	MPCR Account	Primary, Secondary or either	DSS ID Name	Description
574	2314.00	E	MH CWT/TWE Face-to-face		Records patient visit for face-to-face encounters in the CWT/TWE Program provided by Psychology, Psychiatry, Social Work, Domiciliary, or other services other than PM&RS. Involves both workshop evaluation and transitional work experiences in VA medical center facilities.

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DSS ID Number	DSS ID Pair	MPCR Account	Primary, Secondary or either	DSS ID Name	Description
					and in the community on work subcontracted from and paid for by public and/or private organizations including the Federal government. Patients are paid from the Special Therapeutic and Rehabilitation Activities Fund (STRAF) account at the VA facility and no employer-employee relationship exists. <b>NOTE:</b> A GAF is not required for this stop.

**d. PM&RS CWT/TW**

DSS ID Number	DSS ID Pair	MPCR Account	Primary, Secondary or either	DSS ID Name	Description
208		2611.00	E	PM&RS CWT/TWE Face-to-face	Records patient visit for face-to-face encounters in the PM&RS' CWT/TWE. Involves both workshop evaluation and transitional work experiences in VA medical center facilities and in the community or work subcontracted from and paid for by public and/or private organizations including the Federal government. Patients are paid from the STRAF account at the VA facility

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DSS ID Number	DSS ID Pair	MPCR Account	Primary, Secondary or either	DSS ID Name	Description
					and no employer-employee relationship exists. <b>NOTE:</b> A GAF score is not required for this stop.

e. **MH CWT/SE**

DSS ID Number	DSS ID Pair	MPCR Account	Primary, Secondary or either	DSS ID Name	Description
568		2314.00	E	MH CWT/SE Face-to-face	Records patient's visits for face-to-face encounters of MH CWT/SE (only) provided by MH CWT programs provided by Domiciliary, Healthcare for Homeless Veterans (HCHV), Psychiatry, Psychology, Social Work, or other services except PM&RS. Unlike CWT/TWE, (DSS ID 574), an employer-employee relationship exists between the veteran and the participating company or organization. CWT/SE is for direct placement in competitive employment, where an employer hires the patient, and the veteran receives continuing clinical support.

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DSS ID Number	DSS ID Pair	MPCR Account	Primary, Secondary or either	DSS ID Name	Description
					CWT/SE support services include: skills training, job development, job placement, supportive counseling, and interventions within the work environment when needed to ensure the continued employment and self-sufficiency of the patient. CWT staff and/or vendors participate in treatment or service plan development, intervention, the reporting of vocational issues, and documentation of clinical activity. <b>NOTE:</b> A GAF score is not required.

**f. PM&RS CWT/SE**

DSS ID Number	DSS ID Pair	MPCR Account	Primary, Secondary or either	DSS ID Name	Description
222		2611.00	E	PM&RS CWT/SE Face-to-face	Records patient's visits for face-to-face encounters of PM&RS CWT/SE (only). Unlike PM&RS CWT/TWE, (DSS ID 208) an employer-employee relationship exists between the veteran and the participating company or organization. CWT/SE is for direct placement in



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DSS ID Number	DSS ID Pair	MPCR Account	Primary, Secondary or either	DSS ID Name	Description
					competitive employment, where an employer hires the patient, and the veteran receives continuing clinical support. CWT/SE support services include: skills training, job development, job placement, supportive counseling, and interventions within the work environment when needed to ensure the continued employment and self-sufficiency of the patient. CWT staff and/or vendors participate in treatment or service plan development, intervention, reporting of vocational issues, and documentation of clinical activity. <b>NOTE:</b> A GAF score is not required.

**g. Other PSR DSS IDs**

Name and Description	DSS ID*	Co Payment Tier**
PM&RS Vocational Assistance	213	NON
MH Vocational Assistance (Group)	575	NON
MH Vocational Assistance (Individual)	535	NON
MH PSR (Individual)	532	B
MH PSR (Group)	559	B

\* Reference VHA Directive 2003-040 July 28, 2003

\*\* Co Payment Tier Reference VHA Directive 2004-062

(Clinics for which no co-payment is charged are designated "NON.")

Basic co-payment clinic designations are indicated with "B.")

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### **3. Current Procedural Terminology (CPT) CODES FOR OUTPATIENT FACE-TO-FACE ENCOUNTERS**

#### **a. Replacement of CPT Codes 97545/46 for IT and CWT/TWE**

##### **(1) For Patients with a Mental Health Diagnosis**

(a) The use of Level I CPT code pair 97545 for first 2 hours and 97546 for each additional hour of IT or CWT treatment is to be discontinued, and replaced with the temporary Level II HCPCS code G 0177, which is defined as:

“...For training and educational services related to the care and treatment of a patient with disabling mental health care problems...”

(b) The use of this code is for face-to-face patient care encounters of patients with a MH diagnosis and represents the encounter associated with the assignment of IT or CWT/TWE participants to their IT or CWT Workshop or TWE daily assignment for which the patient is seen by the therapist. Data entry is daily and requires a corresponding matching note.

(2) **For Patients without a MH Diagnosis.** The use of Level I CPT code pair 97545 for first 2 hours and 97546 for each additional hour of IT or CWT Group treatment is to be discontinued, and replaced with the Level I CPT Medicine Code 97799: Unlisted physical medicine and/or rehabilitation service or procedure.

(3) **Disclaimer.** CPT codes are updated yearly with an effective date of January 1. Codes may be added, deleted, or the descriptor may change. ***NOTE:** If problems occur with codes being accepted for workload capture, contact the facility Health Information Management Section for assistance; in addition, PSR VA Central Office needs to be notified.*

#### **b. CPT Codes Specific for CWT/SE Program for Face-to-face Encounters**

(1) **For Patients with a MH Diagnosis.** The use of Level II HCPCS codes for CWT/SE are recommended for patients with a MH diagnosis as they are specific for the face-to-face supported employment service components provided by a CWT/SE staff or vendor as follows:

<b>HCPCS</b>	<b>Level II Supported Employment Codes</b>
<b>Code</b>	<b>Description</b>
H2023	Supported Employment - services to individuals with serious mental illness. Employment Specialists provide supportive counseling and interventions within the work environment, when needed, to ensure the continued employment and self-sufficiency of the client, for 15-minute increments.
H2024	Supported Employment per diem
H2025	Support to Maintain Employment - services available to individuals with serious mental illness. Employment Specialists provide supportive counseling and interventions within the work environment, when needed, to ensure the continued employment and self-sufficiency of the client, for 15-minute increments.
H2026	Support to Maintain Employment-per diem.

(2) **For Patients without a MH Diagnosis.** The use of Level I Medicine CPT Code 99199 is recommended for:

- (a) CWT/SE for supported employment services for patient without a MH diagnosis, or
- (b) Unlisted special service, procedure, or report

c. **Other CPT Codes for IT, CWT/TWE and CWT/SE Face-to-face Encounters**

90882	<b>Agencies, Employers, and Institutions.</b> Case Management activities performed on behalf of the veterans with outside agencies and/or employers for Employment or Skills Training.
99361	<b>Team Conference.</b> Case Management on behalf of veteran internal to the VA including Team Conferences, referrals, etc. to coordinate activities of patient care (patient not present).
97537	<b>Work Reintegration Counseling, Individual and/or Group.</b> Community and/or Work Reintegration (individual). Direct one-to-one contacts with veteran by provider. Includes sobriety maintenance, job seeking skills, career counseling, work task analysis, and a range of PSR vocational counseling.
96100	<b>Formal Psychometric Testing.</b> Psychometric testing for vocational evaluation with interpretation and report.

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H0023	<b>Behavioral Health Outreach.</b> A service targeting specific at risk individuals in a given population who are in need of assistance with mental health issues.
H0031	<b>MH Assessment (by someone other than a physician).</b> The assessment identifies factors of mental illness, functional capacity, and gathers additional information used for treatment of mental illness.
H0032	<b>MH Service Plan Development.</b> For treating a patient, including modifying goals, assessing progress, planning transitions, and addressing other needs. This service is provided by someone other than a physician.
H2000	<b>Comprehensive Multidisciplinary Evaluation.</b> This evaluates needs and strengths in such areas as psychiatric, physical, psychosocial, family, recreational, and occupational therapy.
H2011	<b>MH Crisis Intervention.</b> This provides immediate support for an individual in personal crisis with outpatient status. Billed in 15-minute increments.
H2014	<b>Skills Training and Development.</b> This provides the patient with necessary abilities that will enable the individual to live independently and manage the individual's illness and treatment. Training focuses on skills for daily living and community integration for patients with functional limitations due to psychiatric limitations, per 15 minutes.
H2017	<b>PSR Services, billed in 15-minute increments.</b>
H2018	<b>PSR Services, billed in per diem.</b>

d. **Telephone Case Management Contacts.** The following Level I CPT codes may be used for telephone case management contacts:

99371	Brief Telephone
99372	Intermediate Telephone
99373	Lengthy Telephone

**4. OUTPATIENT COST CAPTURE**

a. **Monthly Program Cost Reporting (MPCR).** The DSS has developed the MPCR to display costs on the same timely basis as the Cost Distribution Report (CDR). For the convenience of VA medical centers, the allocation of the VA medical center costs to program accounts is automated in the MPCR based on actual workload recorded for the site during the previous quarter. This data will be used by the Allocation Resource Center (ARC) to produce patient-specific costs for the Veterans Equitable Resource Allocation (VERA) Model. The

MPCR is a computer-generated summary report, prepared at the Austin Automation Center through the linkage of the DSS, VHA Work Measure (VWM), and National Patient Care Database (NPCD) systems. DSS develops percentages that are applied to the cost and man-hours it receives from the Financial Management System (FMS). These percentages are based on the most recent National Data Extracts (NDE) for Inpatient (treating specialties) and Outpatient (stop codes). The treating specialties and stop codes are grouped into program accounts (see definitions within the MPCR Handbook). Percentages are calculated for direct care and indirect care. Workload units are derived from handoffs provided by VWM (mainly bed days of care), NPCD (outpatient visits), Dental Activity System (DAS) (dental composite time values) and Home Based Primary Care (HBPC) (bed days of care). The bed days in VWM are based on authorized beds rather than treating specialty; therefore, the unit cost will be calculated at the bed section level rather than at the specific bed account. The report is produced on the fourteenth workday of each month and is available electronically in Rogers Software Development (RSD), on-line via the Veterans Integrated Services Network (VISN) Support Service Center (VSSC) Website/DSS Reports, and the ARC Website. It will also be on the Fiscal CD-ROM the following month. The workload units from the DSS Identifiers Workload Report are automatically applied to the corresponding MPCR Report. With accurate reporting from the MPCR Report, managers can understand program costs, describe medical center and Network expenditures, and assist in trend analysis and resource allocation. Chief Business Office (CBO) non-count, workload only clinics including DSS IDs including 569, 570, 223, and 228 do not report to MPCR accounts, only to DSS for product reporting. For additional information go to web site:

[http://vawww.arc.med.va.gov/reports/cdr/financial\\_toc.html](http://vawww.arc.med.va.gov/reports/cdr/financial_toc.html).

b. **MPCR Accounts.** MPCR Account Number, Name, and Description of Accounts.

(1) **2611.00 PM&RS VRS. Stop Codes and DSS Identifiers.**

- (a) 207 PM&RS IT,
- (b) 208 PM&RS CWT/TWE ,
- (c) 213 PM&RS Vocational Assistance, and
- (d) 222 PM&RS CWT/SE.

(2) **2314.00 MH VRS. Stop Codes and DSS Identifiers.**

- (a) 573 MH IT,
- (b) 574 MH CWT/TWE,
- (c) 575 MH Vocational Assistance (Group),
- (d) 559 MH PSR (Group), and

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(e) 568 MH CWT/SE.

### **(3) 2315.00 Vocational Rehabilitation MH Services (Individual). Stop Codes and DSS Identifiers.**

(a) 535 MH Vocational Assistance (Individual), and

(b) 532 MH PSR (Individual).

## **5. CREATION OF CHIEF BUSINESS OFFICE “NON-COUNT” CLINICS TO CAPTURE NON-FACE-TO-FACE VETERAN TREATMENT HOURS IN CWT/TWE AND CWT/SE**

a. Non-face-to-face patient treatment in CWT/TWE and CWT/SE is not considered workload only. With the creation of new DSS IDs for non-face-to-face treatment for MH and PM&RS CWT programs, the capture to CBO (formerly Medical Administration Service (MAS)) Non-count Clinics of veteran treatment hours is recommended to be done through the Event Capture (EC) system that reports locally only to DSS and does not pass to PCE for transmission to the NPCD.

(1) Situations may exist which are “workload only.” That is, they meet neither the definition of an encounter nor an “occasion of service.” “Workload Only” clinics need to be set to non-count and non-billable. These are tracked for workload only (internal use) and are neither an encounter nor an “occasion of service.

(2) “Workload Only” for CWT/TWE and CWT/SE is a mechanism to capture the number of hours of treatment in TWE or SE and therefore have no VA staff costs mapped to the DSS IDs for Non-Count Clinics for non-face-to-face treatment. The new EC codes capture the number of hours in treatment in CWT/TWE or the number of hours in employment in CWT/SE. The products are broken down into length of time: less than 4 hours, 4 to less than 8 hours, and 8 or more hours per workday. “Workload Only” clinics need to be set to non-count and non-billable within the Clinic Set-Up option within the Scheduling Application to report to DSS and product codes need to be set up in EC to report to DSS and are exempt from CWT payroll costing (ALBCC29701). By designating events as non-count, non-billable ensures that the data stays locally within the Veterans Health Information System and Technical Architecture (VistA) and is not reported to the NPCD. The EC application does not send this specific workload data to the PCE system, but only reports the data to DSS for reporting purposes.

(3) Through EC reporting to the new non-count and non-face-to-face DSS ID codes, reporting of hours of treatment in either CWT/TWE or hours worked in competitive employment in the CWT/SE Program may be recorded as follows:

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MAS or CBO Non Count Clinic Code (DSS ID)	Department	Primary, Secondary, or either	DESCRIPTION	<u>EC Product Codes</u> and/or <u>EC Product</u> <u>Names</u>
570	MH CWT/TWE Non-Face- to-face	E	Records number of hours worked as workload only to DSS through EC for non- face-to-face MH CWT/TWE treatment in workshop evaluation or transitional work experience in VA medical center or community. No employer-employee relationship exists.	<b>MH066</b> MH CWT/TWE Less than a 4 hour workday  <b>MH067</b> MH CWT/TWE 4 to less than an 8 hour workday  <b>MH068</b> MH CWT/TWE 8 or more hours per workday
569	MH CWT/SE Non-Face- to-face	E	Records number of hours worked as workload only to DSS through EC for non- face-to-face MH CWT/SE in competitive employment.	<b>MH069</b> MH CWT/SE Less than a 4 hour workday  <b>MH070</b> MH CWT/SE 4 to less than an 8 hour workday  <b>MH071</b> MH CWT/SE 8 or more hours per workday
228	PM&RS CWT/TWE Non-Face- to-face	E	Records number of hours worked as workload only to DSS through EC for non- face-to-face PM&RS CWT/TWE treatment in workshop evaluation or transitional work experience in the VA medical center or community. No employer-employee relationship exists.	<b>PM504</b> PM CWT/TWE Less than a 4 hour workday  <b>PM505</b> PM CWT/TWE 4 to less than an 8 hour workday  <b>PM506</b> PM CWT/TWE 8 or more hours per workday

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223	PM&RS CWT/SE Non-Face- to-face	E	Records number of hours worked as workload only to DSS through EC for non-face-to-face PM&RS CWT/SE in competitive employment.	<b>PM507</b> PM CWT/SE Less than a 4 hour workday  <b>PM508</b> PM CWT/SE 4 to less than an 8 hour workday  <b>PM509</b> PM CW/SE 8 or more hours per workday
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b. Through capture of number of hours in CWT/TWE treatment or number of hours of competitive employment while in CWT/SE, DSS may generate local and national reporting of workload for each program which may also assist in Northeast Program Evaluation Center (NEPEC) monitoring of CWT/TWE and CWT/SE for program outcomes. Reporting through EC for non-face-to-face veteran treatment in Non-Count Clinics does not report staff encounters; therefore, there is no requirement for a CPT code or corresponding daily progress note. There is no reporting of CBO non-count, workload-only clinics to MPCR. Data entry to EC for number of hours work as a product may be done daily or weekly through batch entry or uploading a spreadsheet. The Spreadsheet screen in the Event Capture System (ECS) Graphic User Interface (GUI) application allows the users to open an existing file containing their workload data, and uploads it to the Event Capture Patient file. The Spreadsheet application can work with existing Excel files, and tab or comma delimited files.

**6. INSTRUCTIONS FOR SET-UP**

a. **Face-to-face Encounters.** The new DSS IDs for face-to-face encounters in CWT/SE in MH (568) and PM&RS (222) need to be set up by local DSS staff to report through PCE to NPCD in Austin and to MPCR accounts 2314 for MH, CWT/SE, and 2611 for PM&RS CWT/SE. These are non-co-payment clinics to record face-to-face encounters of staff with patients.

b. **Non-Face-to-face Treatment Hours.** The new DSS IDs for Non-Count, non-face-to-face treatment hours of veterans in TW or SE in either MH or PM&RS need to be set up by local Application Data Package Application Coordinator (ADPAC) in Information Resource Management Service (IRM). The ADPAC creates a DSS unit for each of the four new DSS IDs for workload only transmittal through EC to report locally and nationally to DSS.

(1) For each DSS Unit, a Department is entered and three EC Product Codes and Product Names representing veteran's time spent in TWE or SE is created:



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MAS or CBO Non Count Clinic Code (DSS ID)	Department	Primary, Secondary or either	DESCRIPTION	EC Product Codes and/or EC Product Names
570	MH CWT/TWE Non-Face- to-face	E	Records number of hours worked as workload only to DSS through EC for non-face-to-face MH CWT/TWE treatment in workshop evaluation or transitional work experience in VA medical center or community. No employer-employee relationship exists.	<p><b>MH066</b> MH CWT/TWE Less than a 4 hour workday</p> <p><b>MH067</b> MH CWT/TWE 4 to less than an 8 hour workday</p> <p><b>MH068</b> MH CWT/TWE 8 or more hours per workday</p>
569	MH CWT/SE Non-Face- to-face	E	Records number of hours worked as workload only to DSS through EC for non-face-to-face MH CWT/SE in competitive employment.	<p><b>MH069</b> MH CWT/SE Less than a 4 hour workday</p> <p><b>MH070</b> MH CWT/SE 4 to less than an 8 hour workday</p> <p><b>MH071</b> MH CWT/SE 8 or more hours per workday</p>
228	PM&RS CWT/TWE Non-Face- to-face	E	Records number of hours worked as workload only to DSS through EC for non-face-to-face PM&RS CWT/TWE treatment in workshop evaluation or transitional work experience in VA medical center or community. No employer-employee relationship exists.	<p><b>PM504</b> PM CWT/TWE Less than a 4 hour workday</p> <p><b>PM505</b> PM CWT/TWE 4 to less than an 8 hour workday</p> <p><b>PM506</b> PM CWT/TWE 8 or more hours per workday</p>

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223	PM&RS CWT/SE Non-Face- to-face	E	Records number of hours worked as workload only to DSS through EC for non-face-to-face PM&RS CWT/SE in competitive employment.	<b>PM507</b> PM CWT/SE Less than a 4 hour workday  <b>PM508</b> PM CWT/SE 4 to less than an 8 hour workday  <b>PM509</b> PM CW/SE 8 or more hours per workday
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**NOTE:** Refer to Event Capture Manual Version 2.0 for further set up instructions.

(2) **DSS Departments (See Attachment B).**

c. **Workload Only, CBO Non-Count Clinic**

(1) Workload data is entered by the therapist to the appropriate workload-only, non-count, DSS ID corresponding the appropriate MH or PM&RS CWT/TWE or CWT/SE veteran assignment through batch entry on a weekly basis using the older “roll and scroll” method or the newer “GUI” interface. There is no need for entering a CPT code or matching corresponding note. Choose the appropriate number of hours in one of the three product codes available specific for each DSS ID to record the number of hours the veteran was assigned to TWE or SE for that day:

- (a) Less than a 4 hour workday.
- (b) 4 to less than an 8 hour workday.
- (c) 8 or more hours per workday.

(2) Assignments may not be scheduled, as in PCE, to EC to record the patients and products.

**7. ADDITIONAL INFORMATION:** For further assistance with instructions, contact the VHA DSS Help Desk <mailto:vhadsshelppdesk2@med.va.gov>; or contact the PSR Administrative Officer, at telephone (978) 446-0214.

**ATTACHMENT B**

**DECISION SUPPORT SYSTEM (DSS) DEPARTMENTS**

Clinical Service	Product Department	ALBCC	DSS Product Unit	National or Local Long Description	Stop Code or DSS Identifier	Date Added or Inactivated	Prerequisite 1st Three Characters	National Extract Match	National Rollup Common Department	Common Department Description	Short National Description
<b>Physical Medicine and Rehabilitation (PM&amp;RS)</b>	R9U1A	None	9U	Compensated Work Therapy (CWT) – Inpatient or Outpatient (IP/OP)	223, 228 (PM&RS only)	10-01-04(1)			PHMD242	PM&RS	CWT IP/OP
				(Administration only)							
<b>Psychiatry (PSI)</b>	PPY1A	None	PY	Mental Health (MH) CWT Clinic (CL)	569, 570	10-01-04(1)			PSICL203	PS CL	PSI CWT CL
				(Admin only)							
<b>Psychology (PSO)</b>	OPY1A	None	PY	MH CWT CL	569, 570	10-01-04(1)			PSOCL227	PSO CL	PSO CWT CL
				(Admin only)							
<b>PM&amp;RS</b>	R9U1	2429U1	9U	CWT – IP/OP	208, 222 (PM&RS only)	10-01-04(6)			PHMD242	PM&RS	CWT IP/OP
<b>PSI</b>	PPY1	203PY1	PY	MH Compensated Work Therapy CL	574, 568	10-01-04(6)			PSICL203	PS CL	PSI CWT CL
<b>PSO</b>	OPY1	227PY1	PY	MH Compensated Work Therapy CL	574, 568	10-01-04(6)			PSOCL227	PSO CL	PSO CWT CL